



Amendment of Solicitation

Date of Issuance: 8/22/18

Solicitation No. 6950000591

Requisition No. 6950007318

Amendment No. 1

Hour and date specified for receipt of offers is changed: No Yes, to: _____ CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent. Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

ISSUED BY and RETURN TO:

U.S. Postal Delivery or Personal or Common Carrier Delivery:

Office of Management and Enterprise Services
ATTN: Darlene Saltzman
5005 N. Lincoln Blvd. Suite 200
Oklahoma City, OK 73105

Darlene Saltzman
Contracting Officer

(405) 694-7016
Phone Number

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E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

On behalf of the State of Oklahoma, the Office of Management and Enterprise Services (OMES) gives notice of the following questions concerning this solicitation, received during the Wiki QA period, which closed on . All questions and procurement/agency responses are detailed below:

Q1: E.3.3. "Each Bidder must submit One (1) original and One (1) duplicate copies of the bid on flash/thumb drive ..."

a) What does OMES consider to be the difference between an original and a duplicate of electronic versions of a document?

b) What file formats are acceptable?

"... in a 'machine readable' format."

c) What does OMES mean by a "machine readable format"?

Response: a) One copy needs to be labeled "original" and one copy may be labeled "copy"

b) Acceptable file formats are word and PDF.

c) machine readable is data that can easily be read and processed by a computer.

Q2: E.3.4. "... For this portion of the proposal 2 flash/thumb drives are required."

Does OMES require one (1) original and one (1) duplicate of the Price/Cost as well?

Response: Two copies are required. Please label one copy as original.

Q3: E.6.1. (Proprietary and/or Confidential)

“... the Bidder shall submit the information separate and apart from the Bid ...”

Does this require a separate flash drive or just a separate file on the 2 required flash drives? If a separate flash drive, one or two?

Response: This is to be in a separate file labeled as confidential.

Q4: E.11. & E.12.

These paragraphs have checkboxes, but are not listed with the required content of the bid. Does OMES want responses to these paragraphs? If so, where in the bid document would you like them to be placed?

Response: You should be sending back a copy of the RFP with these boxes checked. Any documents not listed under E.13 may be placed wherever you find appropriate.

Q5: F. Checklist

“It is recommended that the Checklist be completed and submitted with the proposal package.”

a) Where in the proposal package should the Checklist be included? b) Should it be added to the primary bid document? c) Included as a separate file on the flash drives?

Response: a) Please refer to section E.13 for order of documents.

b) The checklist itself will remain as part of the RFP in its current location.

c) You may include the RFP as a separate file if you wish or as an addition to the primary bid document.

Q6: G. Other

“... describe all the processes requested in C.4.9.”

There is no C.4.9. in the RFP. Please provide descriptions, diagrams, or both for the requested processes.

Response: C.4.9 is a typo. It should say C.4.8

Q7: Form 004

What is OMES' Agency Number?

Response: 09000

Q8: Please provide a floor plan of the office/service area and waiting area, and elevations of the walls of the waiting area and the service window locations, as well as any other walls where monitors might be placed. Please include cable termini, power availability, home/data closet location, etc.

Response: To be attached as a separate document, is a diagram of the lobby that is not to scale for reference only. As the OTC is responsible for all network and power cabling, the rest of the requested information is not necessary for the vendor to know in order to complete the solicitation.

Q9: Have the monitor locations been verified as structurally capable of supporting the monitors? Is power available at the locations of the monitors?

Response: Locations for display monitors and kiosks (that were given at the pre-bid conference) are feasible as described.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature